

Personnel Minutes

June 26, 2018

The Personnel Committee of the Piatt County Board met on Tuesday, June 26, 2018, at 10:00 a.m. in Room 104 of the Courthouse. The meeting was called to order by Chairman Al Manint. Attending were: Manint, Randy Shumard, Robert Murrell, Ray Spencer, Renee Freundt, Dale Lattz, Jennifer Harper and Keri Nusbaum. Also in attendance were Tony Kirkman, Darlene Baker, Eric Seibring, Scott Stephenson, Christina Smith, Jacqui Bush and Linda Leach.

MOTION: Spencer made motion, seconded by Murrell to approve the minutes of the May 29, 2018 meetings as written. All in favor, motion carried.

MOTION: Murrell made motion, seconded by Shumard to table the Comp time verbiage to the next meeting.

Updates to Personnel Policy

The review of the policy began at page 35 at the sub heading 'Holidays'.

There is an error at the bottom of page 36. 'However, *and* employee is responsible.....' will be replaced with '*the*'.

On page 37 under the heading 'Personal Time' an s will be added to read 'Personal time provides '.

On page 39 under the heading SCHOOL VISITATION RIGHTS the 5th bullet point will be removed.

At the top of page 40, the end of the first paragraph, the words Personnel Committee will be replaced with *Department Head*.

The next paragraph will be changed to read 'should notify their Department *Head as far in advance as possible as or as soon as practical*.'

At the bottom of page 40, second to last paragraph. There is a correction- ...they may elect to receive pay for one half of their accumulated sick days,

On page 41, each instance of Personnel Committee will be replaced with *Board*.

Under the Vacation heading, changes will be made to read:

Full-time employees *accrue* vacation time according to their length of service, *as shown below*.

The table heading will be changed to read *Vacation Time Accrued*.

The table will be changed to read: 1st year of service /After 5 years of service/After 10 years of service.

There was much discussion regarding the accumulation and award of vacation time. Multiple changes were discussed. Awarding the time at the fiscal year vs. the anniversary year was discussed. Baker pointed out that someone could potentially work 1 ½ years before having any vacation time. Lattz said vacation time should be earned. Manint said if we want to change to accrued time, now is the time. Baker pointed out that if we change to accrual, but keep the award to the fiscal year, someone who starts in late December could go nearly 2 years before they could take any vacation.

At the top of page 42, the following changes will be made. The top paragraph will read.

*The length of eligible service is calculated on the length of employment. This is the 12 month period that begins the date the employee starts employment with the County.
Vacation shall be accrued during the work year. Accrued vacation time is available for use 180 days after employment. An employee's benefit year may be extended for any significant leave of absence except a military leave of absence (military leave has no effect on the vacation calculation).*

The 4th paragraph on page 42 will be changed to read:

Employees may accumulate vacation time, however, such accrual will not exceed the number of days regularly earned for one year of employment plus 5 additional days. Vacation credit accrued in excess of that maximum amount will be forfeited by the employee.

The last sentence of the section will be omitted.

The review of the handbook will resume at page 42, at the heading 'Vessa'.

MOTION: Shumard made motion, seconded by Spencer to adjourn. All in favor and the meeting adjourned at 11:15 a.m.

Respectfully submitted,

Keri Nusbaum
Piatt County Zoning Officer/Secretary to the County Board

